## *Alabama Centralized Email*

June 08, 2006

# Outlook Web Access

ISD – Office of Systems Administration

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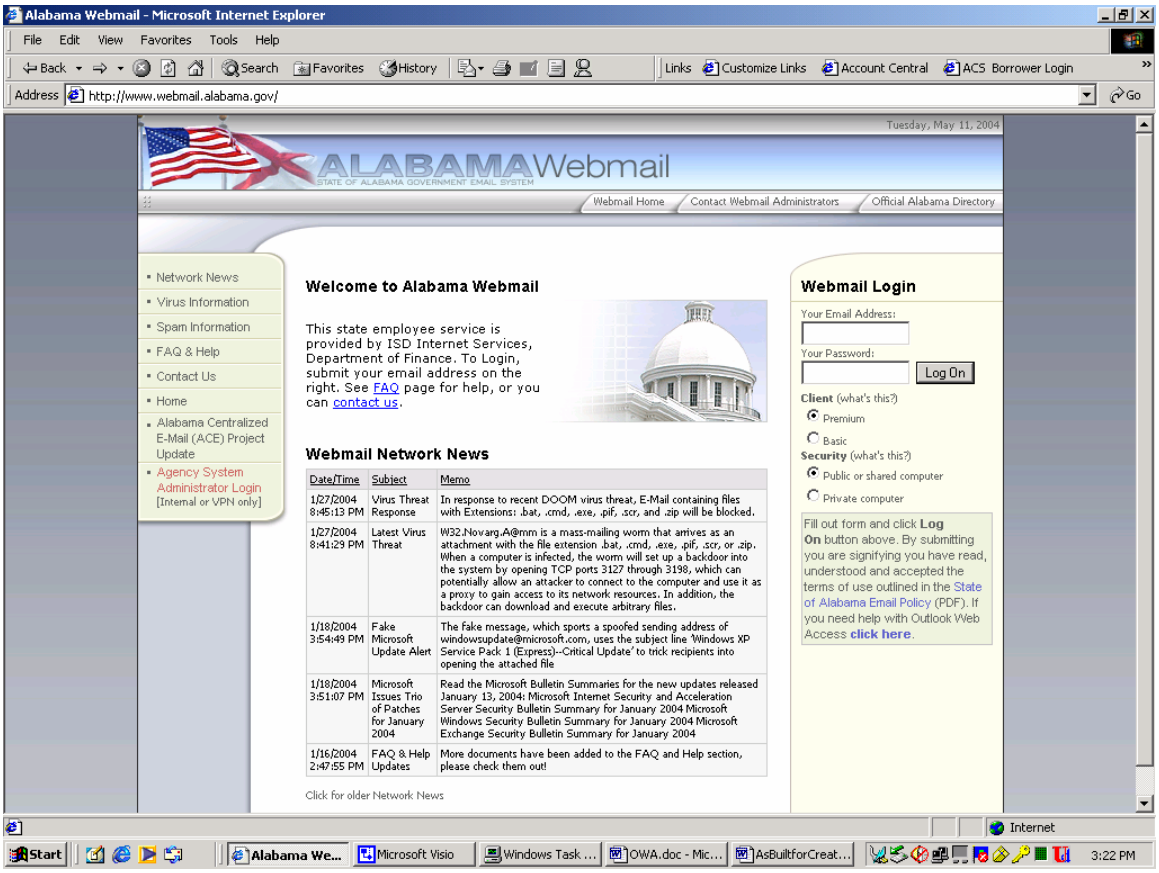
# Using Outlook Web Access (OWA)

## *Getting Started*

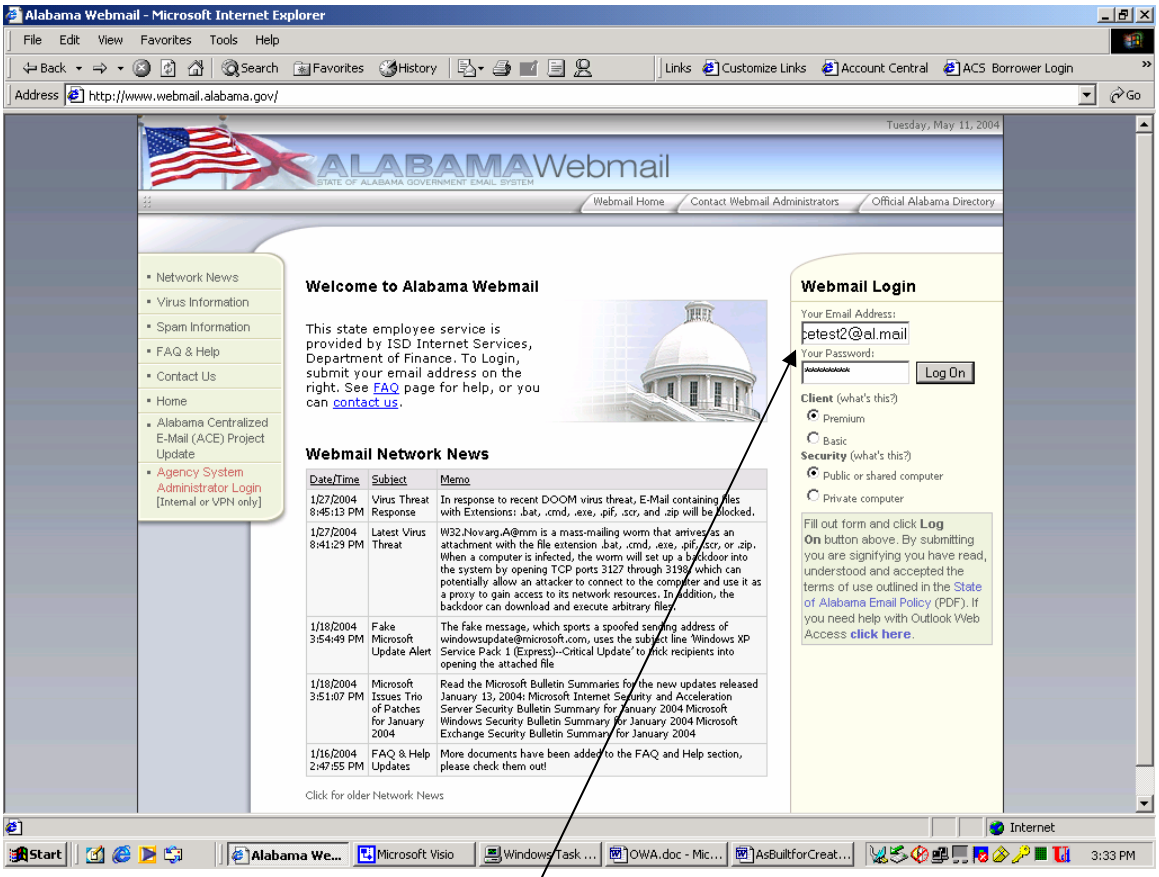
To access OWA open your web browser and type http://webmail.alabama.gov into the drop down bar labeled “Address.” Then select the “Enter” key or click the “Go” button next to the address bar. The following screen will appear.



## *Logging in to Webmail*

### Login Screen

Under the heading “Webmail Login” there are two text boxes that will allow you to login to your e-mail account. In the “Your Email Address” textbox type your full e-mail address. Then type your password into the “Your Password” textbox. Once you are done click the “Log On” button to access your account.



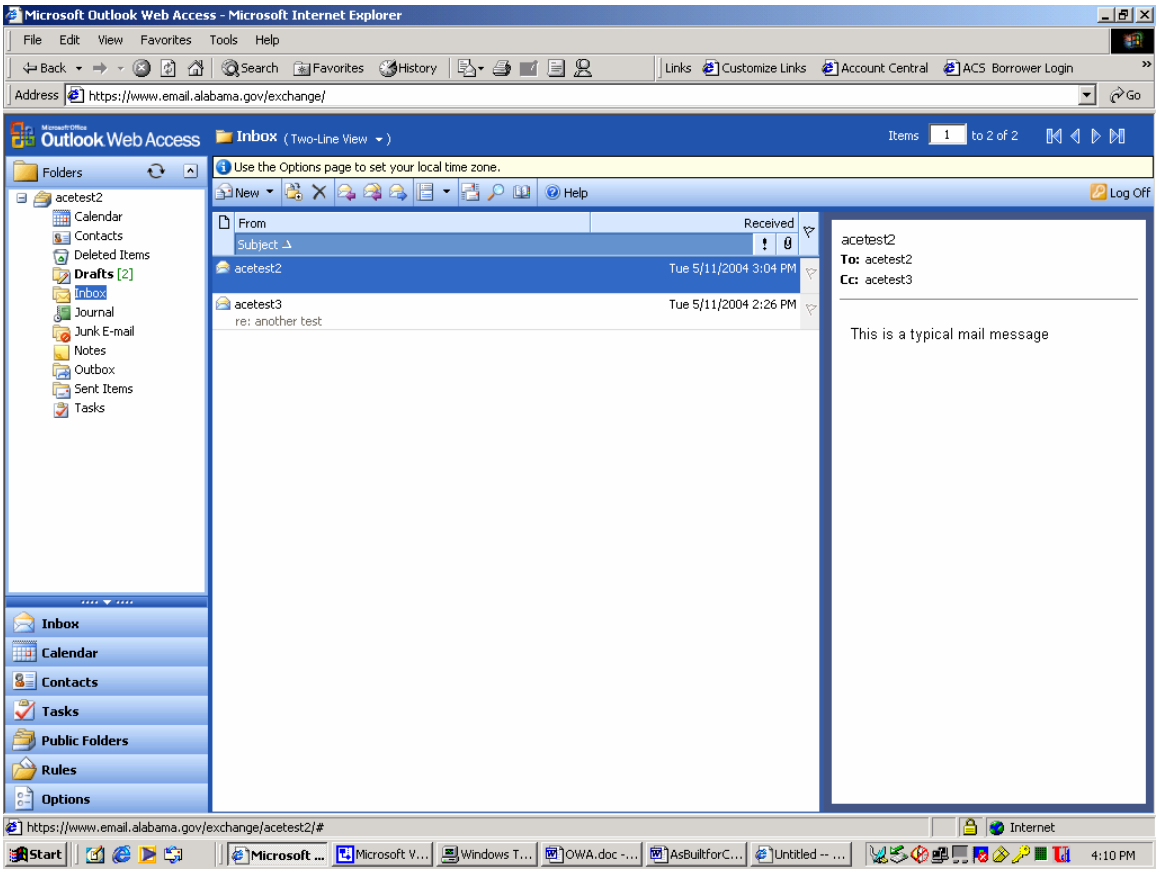

**Example:**

Your Email Address: xxxx@<Agency ID>.alabama.gov

Your Password: ******

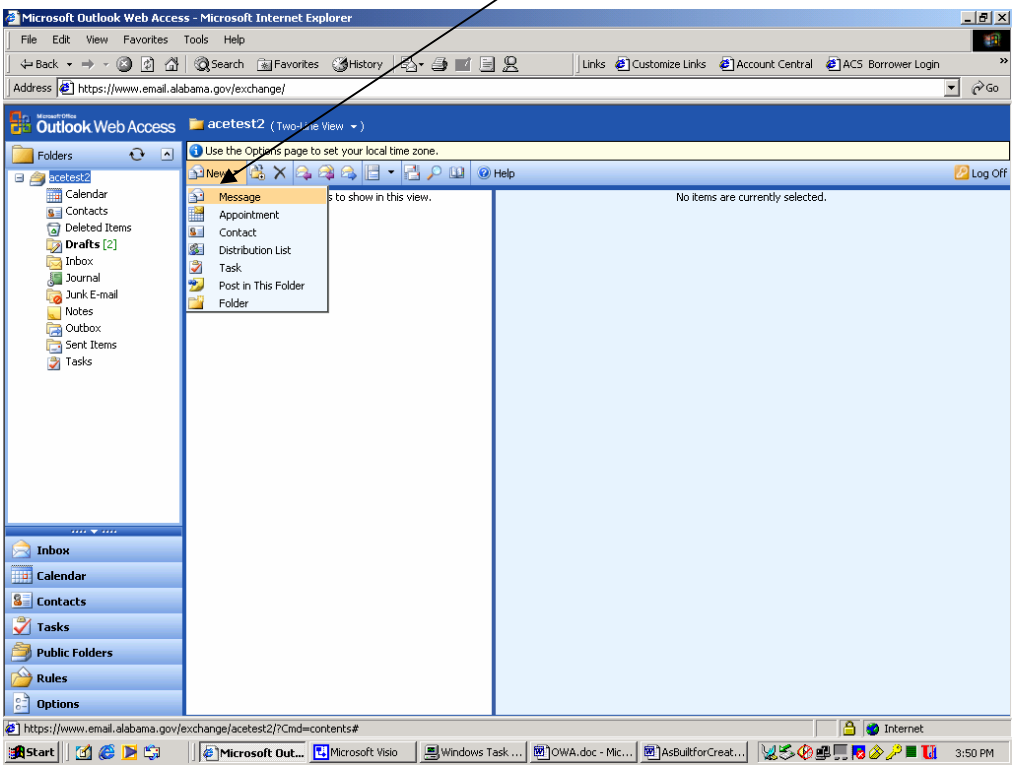
## Finishing up

When you login you will go straight to your inbox.  Your inbox contains your new and existing mail messages. The following page will appear.



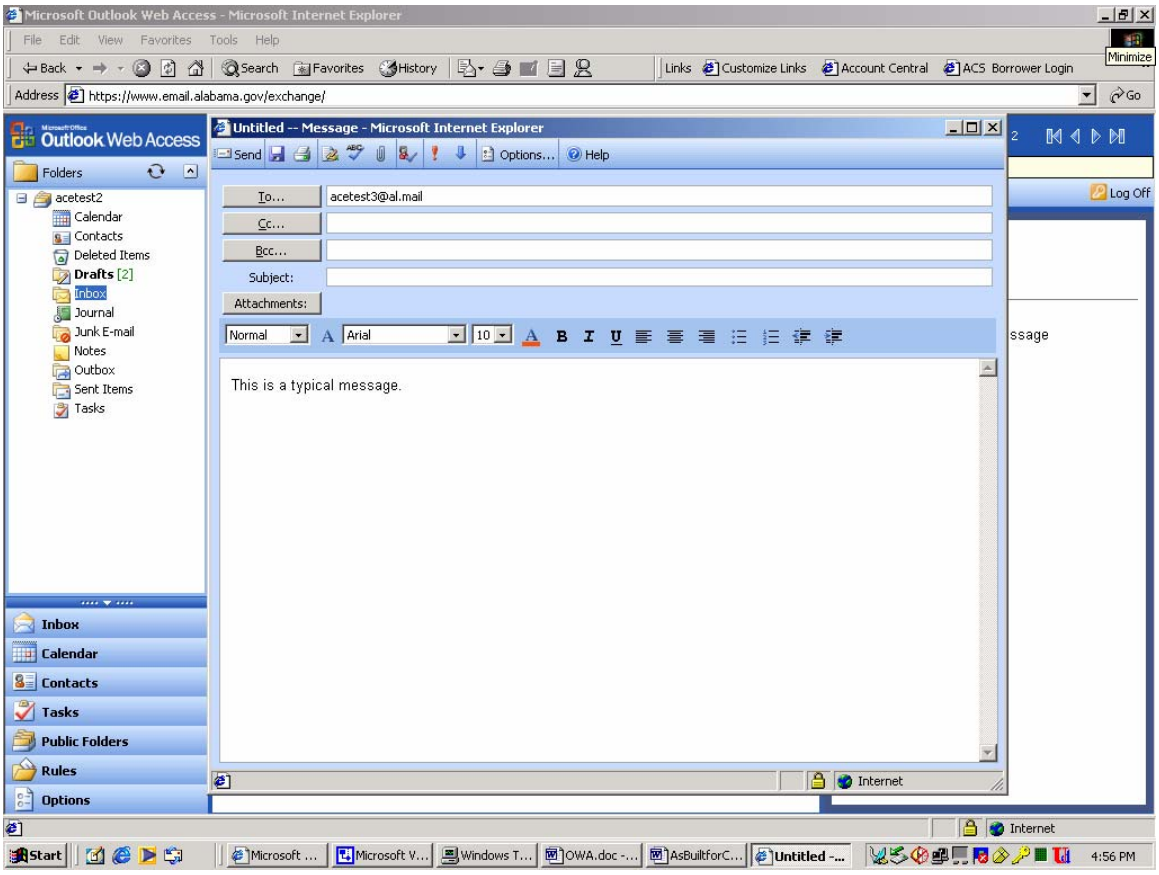
## *Creating a New e-mail*

To create a new e-mail click on the “New” dropdown box in the toolbar, and select “Message” from the list.



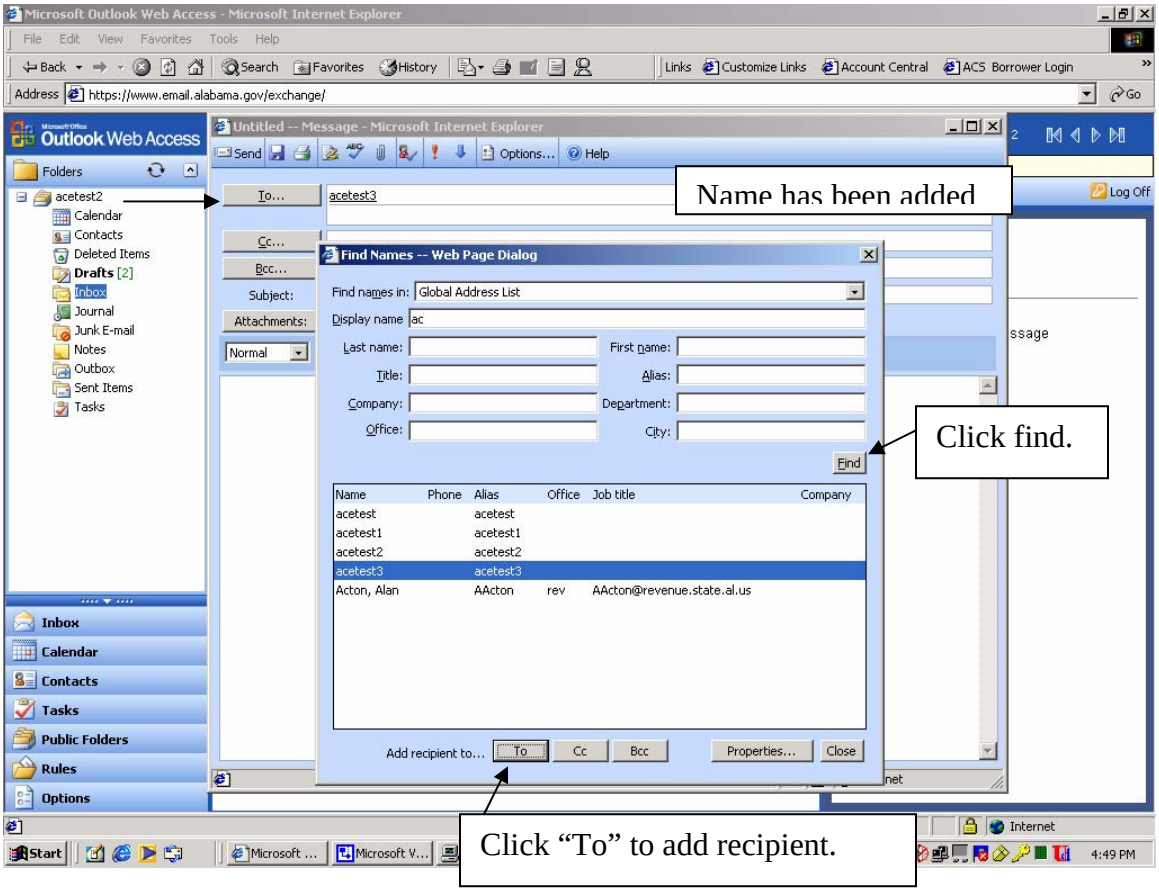
## Creating a Message

An “Untitled –Message” box will appear for you to create a new message. To create a message type your message into the empty document editor, and type in the e-mail address of the person/s you want to send the message to in the “To” textbox.



## Selecting a recipient

To find the e-mail address for the person or persons that you would like to send a message to you can click the “To” button to search for a recipient by name. The “Find Names” box will appear. There are also other search criteria available to narrow the search.

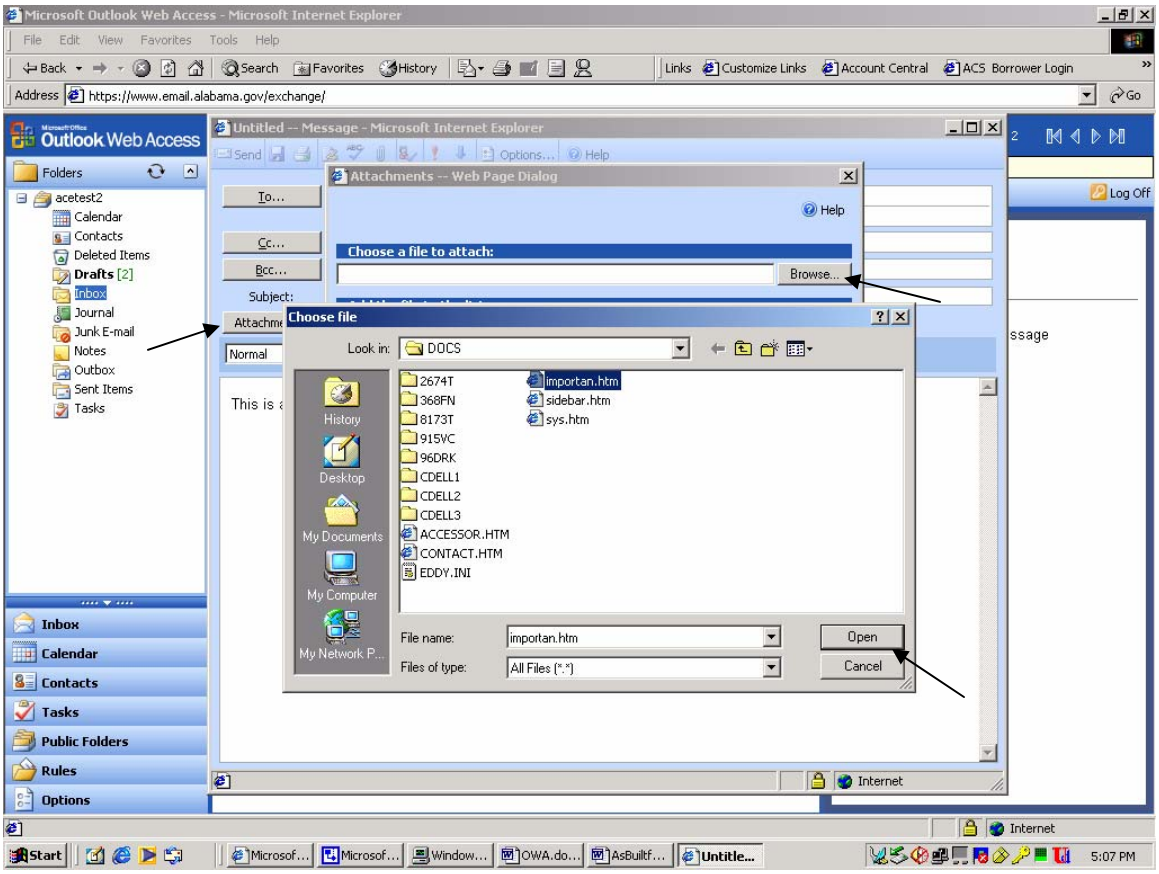



**Example:**

Click the “To” Button.
To find the person named acetest2 type “ac” in the “Display name” textbox, and click the “Find” button. A list of perspective recipients will appear. Highlight the correct person by selecting the name, and click the “To” button at the bottom of the “Find Names” box. The name will then be added to the mail message. Continue to select names from list or search again to find other recipients. When you are finished click the “close” button.

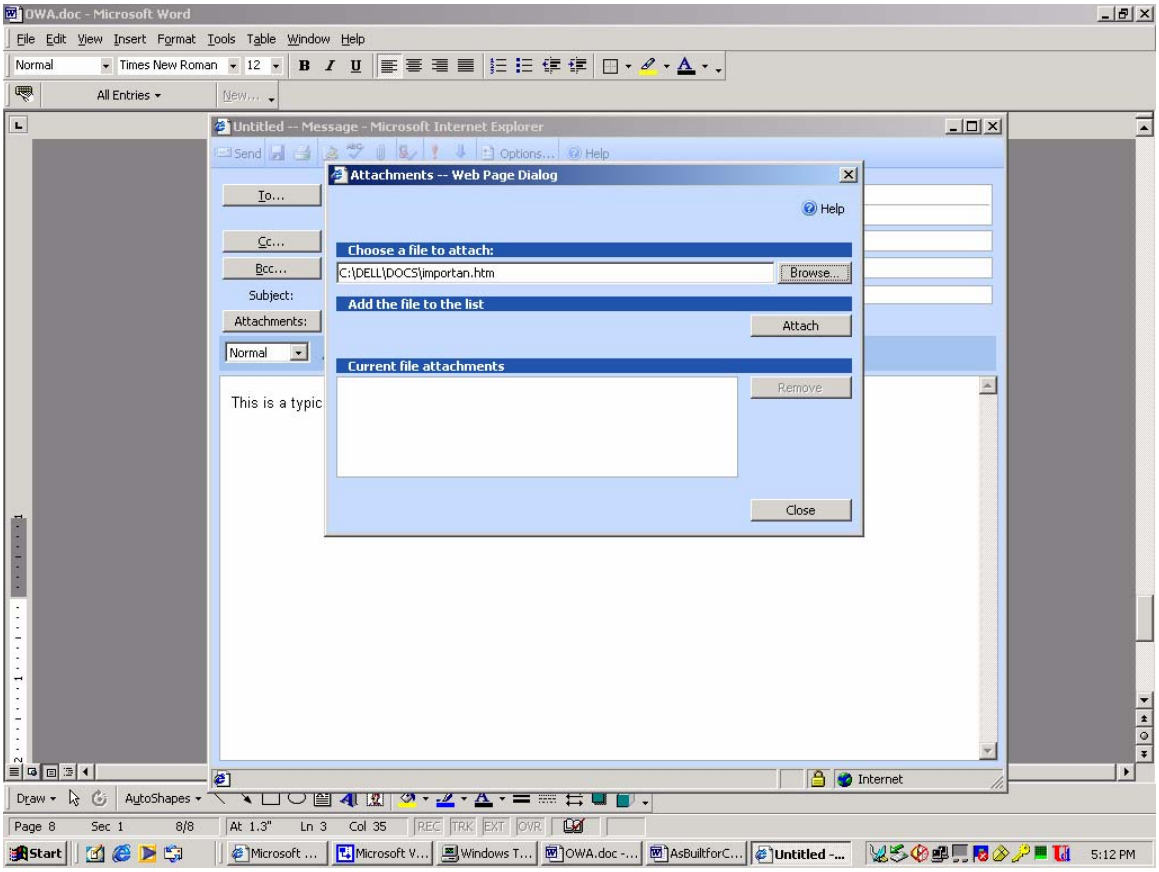
## Adding an attachment

To add an attachment to your email message click the “Attachments” button in the “Untitled-Message” box. The “Attachments” box will then appear. Click the “Browse” button and select the file you would like to attach. Highlight the correct file, and click the “Open” button.



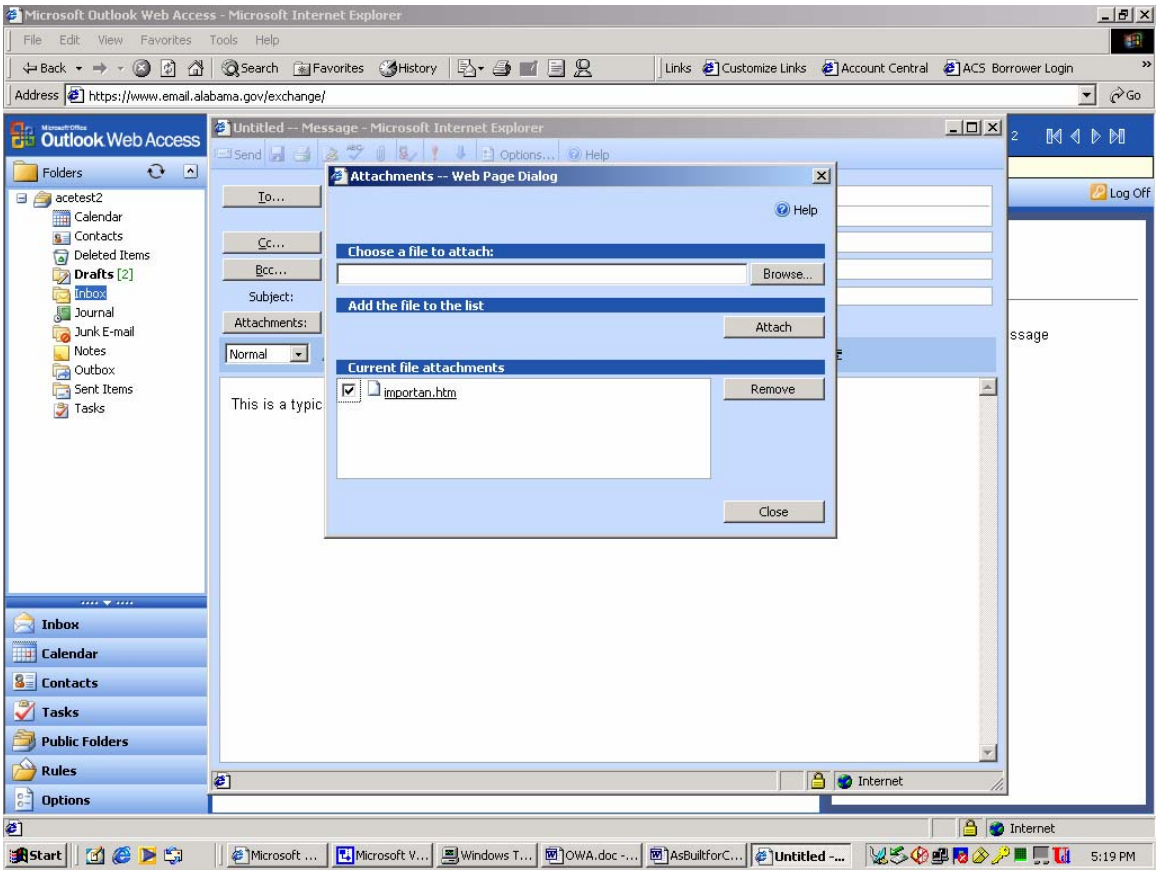
## Attaching a file

Once you have selected the correct file, and see it listed in the “Chose file to attach” textbox click the “Attach” button. The file will then be transferred to the “Current File Attachments” textbox.



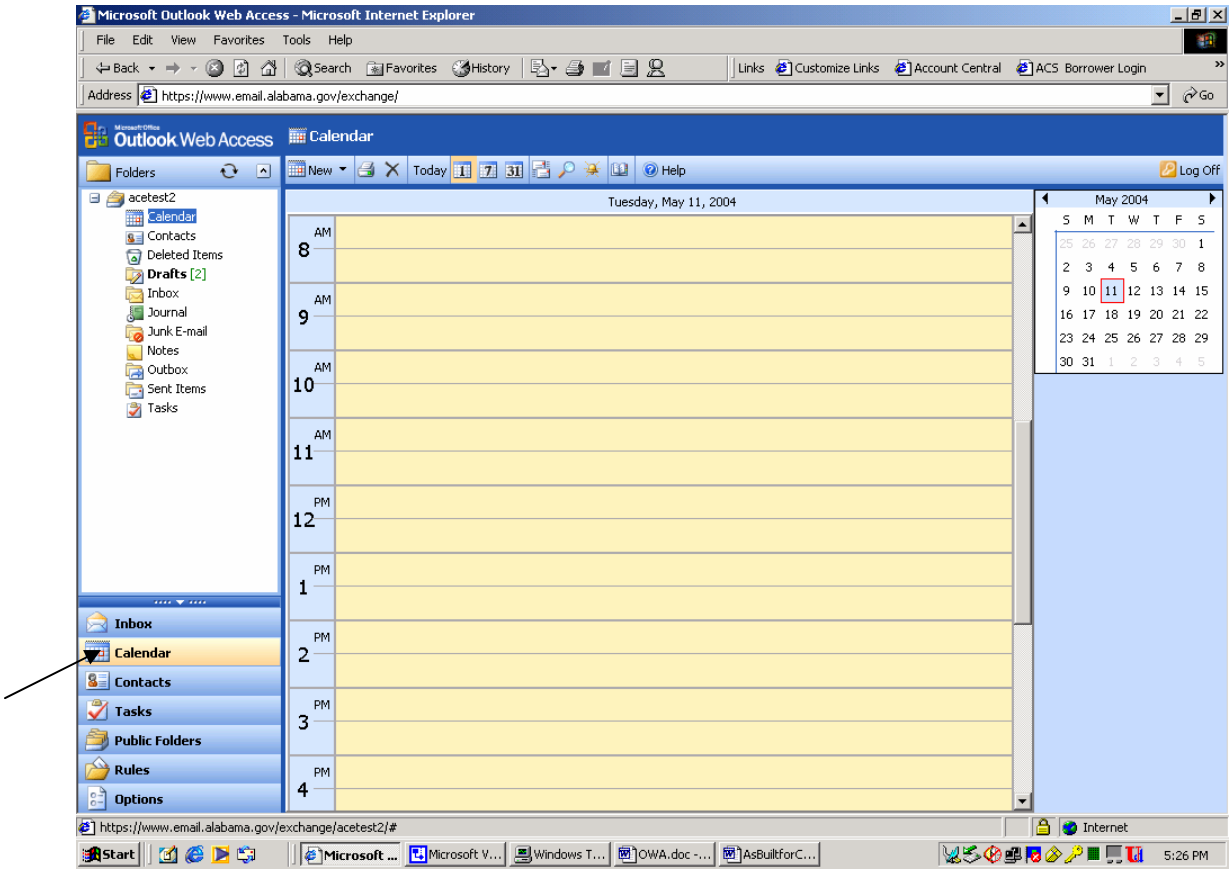
## Finishing up

To attach another file repeat the above steps. To remove the file you just attached click in the checkbox beside the file, and then click the “Remove” button. The file you just attached will be deleted from the “Current file attachments” textbox. When you are finished attaching click the “Close” button.



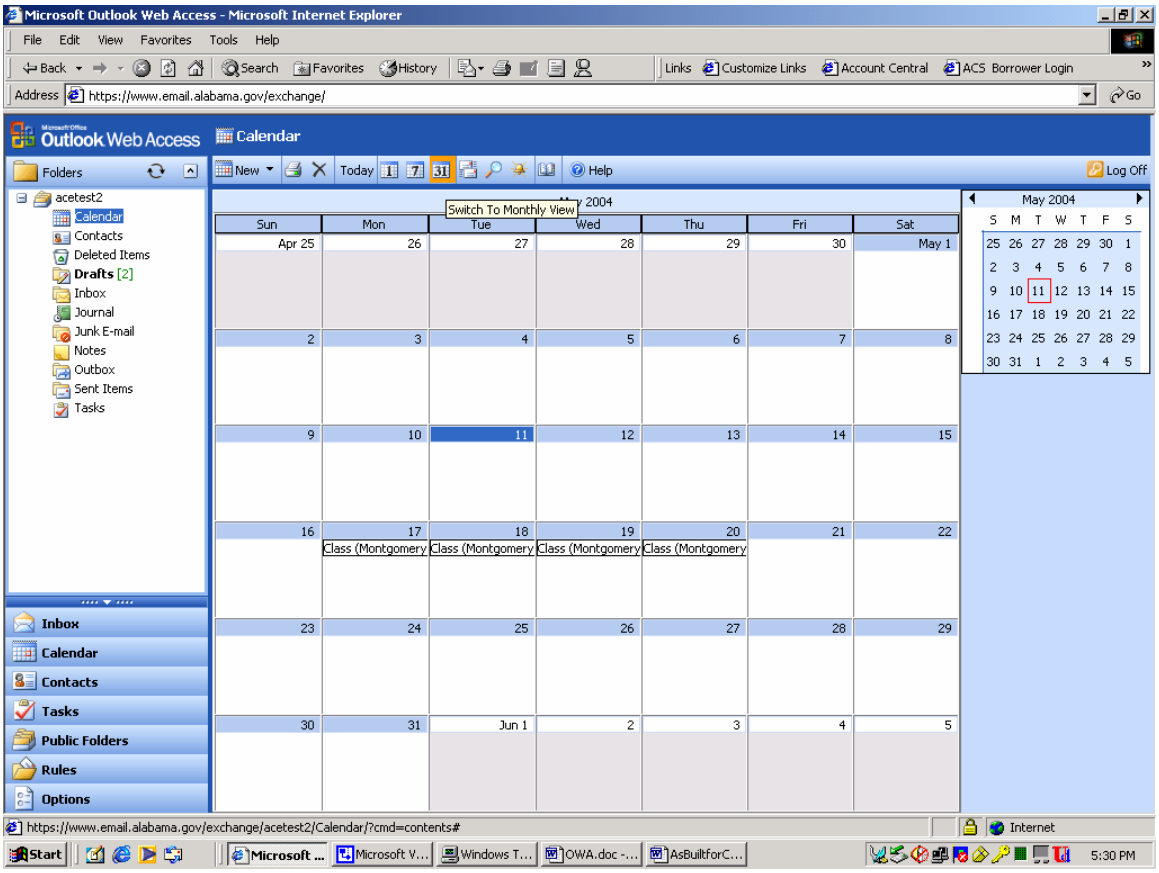
## *Using the Calendar*

To access the calendar in OWA select Calendar from the side menu bar. The following screen will appear.



## Selecting a Calendar view

The Calendar can be seen in three different views. You can view your calendar daily, weekly, or monthly depending on how far in advance you want to view your schedule. Click on the "Today 1, 7, or 31" toolbar option to select a different calendar view.

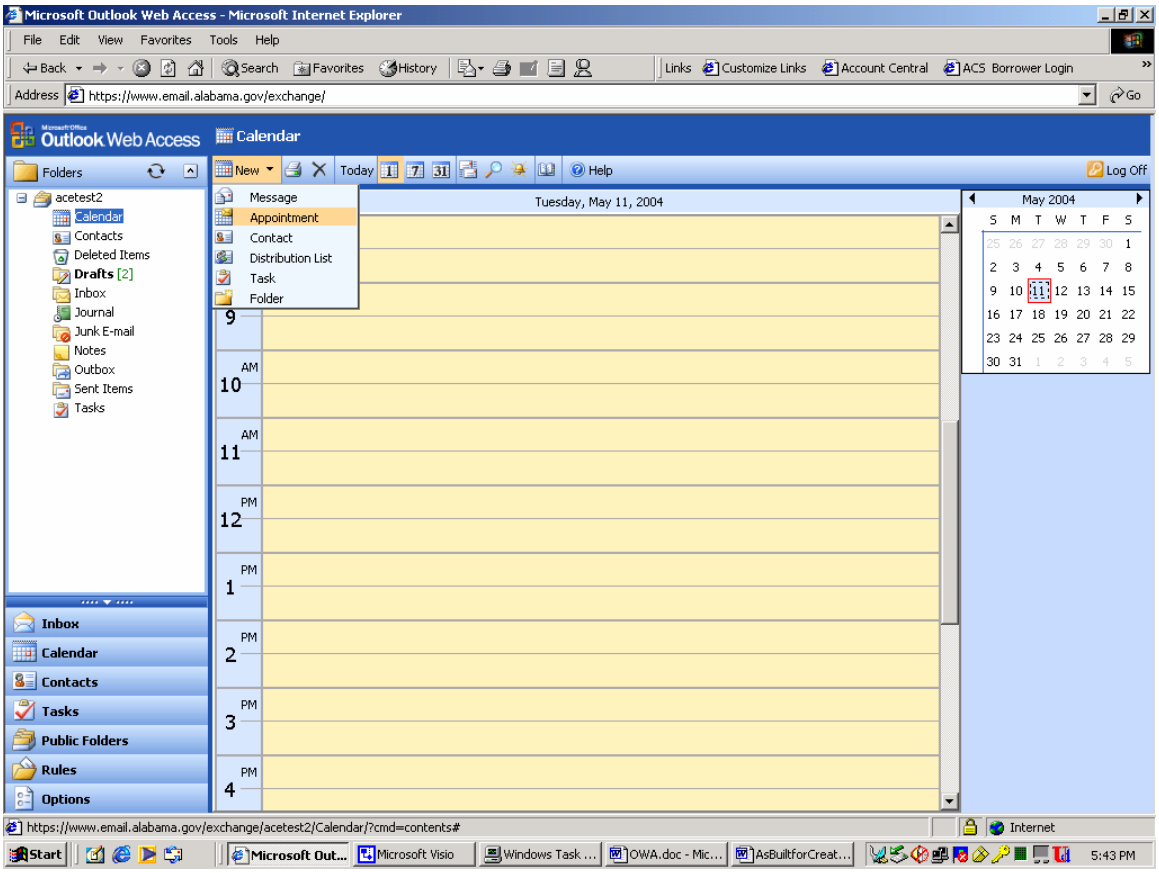



**Example:**

Click on the "31" option from the toolbar to view the calendar's monthly view.
From this view you can see what today is, and where your relative appointments are for the rest of the month. In the above calendar **acetest2** has appointments from the 17th through the 20th of the month.

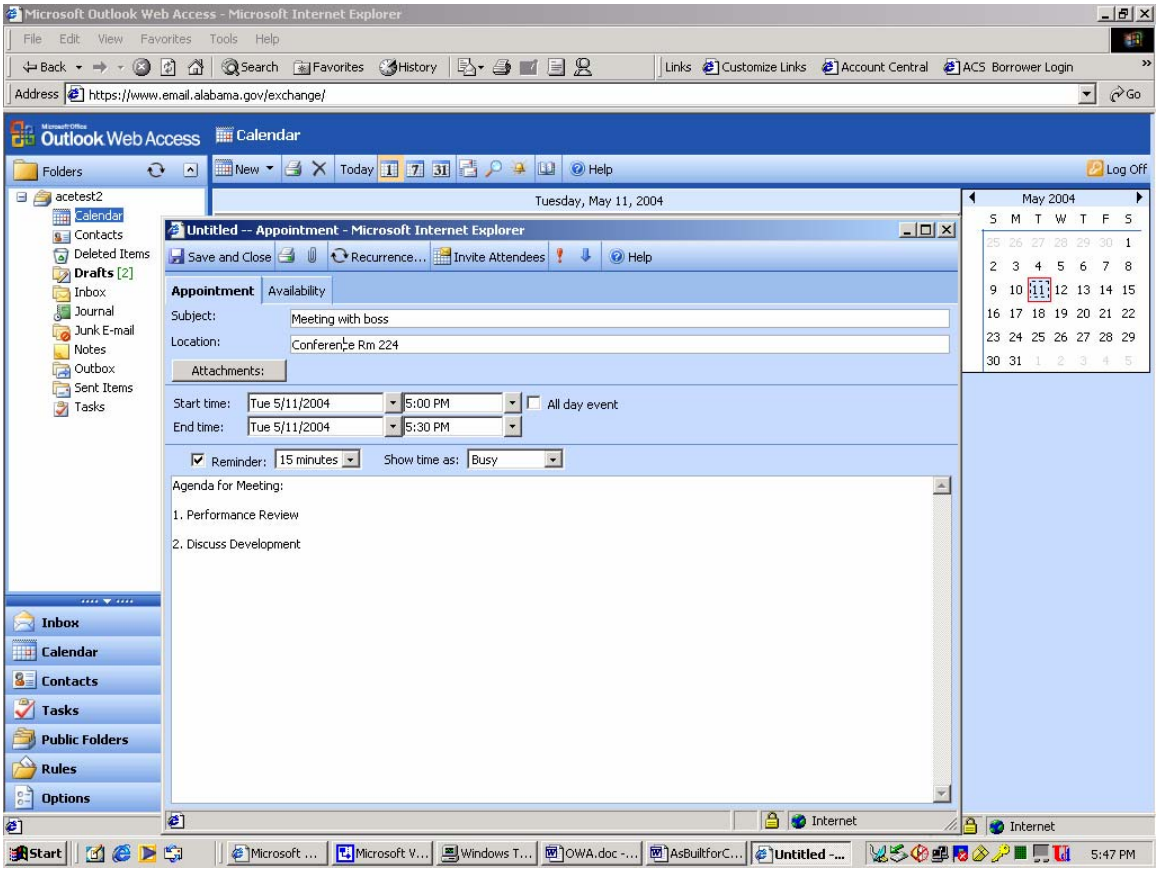
## *Scheduling an appointment*

To schedule an appointment in your calendar click on the “New” dropdown box in the toolbar and select “Appointment” from the list.



## Scheduling Options

Once the "Untitled-Appointment" box opens you can input the "Subject", "Location", and any additional notes into the corresponding textboxes. You can also click on the dropdown menus for the "Start time", and "End Time" to choose appropriate times. There is a dropdown menu option that you can use to help remind you of your appointment anywhere from 5 minutes to 2 days before the appointment. There is also an option for how to display this appointment on your schedule for anyone who might want to schedule an appointment with you on his or her calendar.

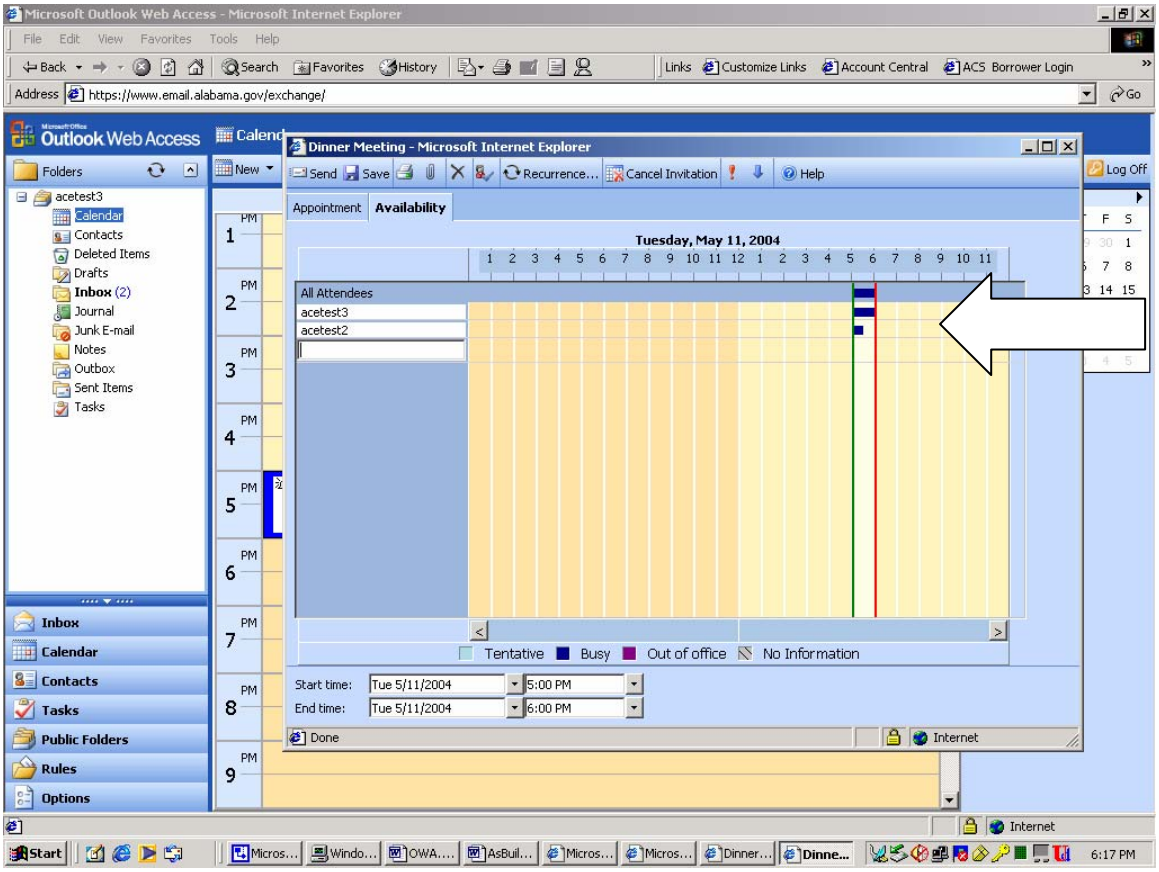



**Example:**

In the above example we have scheduled the appointment for the 11th of May from 5:00 – 5:30. A reminder will be displayed 15 minutes before the appointment, and if anyone tries to schedule an appointment at this same time the calendar will say that you are busy at this time. This will then let that person know that they will have to pick another time.

## Appointment Availability

In the appointment view there are two tabs, one for the appointment and one for availability. To check to see if the person you want to schedule an appointment with is busy, or has tentative plans click on the "Availability" tab. In the textbox under the heading "All Attendees" type the persons name and hit the "Enter" key. In between the lines that indicate the time you want your appointment to be between a shading of some sort will appear to indicate whether that person is busy, tentatively busy, out of the office, or there is no information found for that time.




**Example:**

In the above example you can see that **acetest3** has a meeting from 5 to 6 that will conflict with the appointment that **acetest2** is trying to schedule from 5 to 5:30.